

IMPLEMENTATION OF MANDATORY USE OF ELECTRONIC EXHIBITS IN THE COURTROOM OF THE HONORABLE EILEEN W. HOLLOWELL

Beginning June 1, 2011, all exhibits presented at trial before Judge Hollowell are to be presented electronically. This applies to all trials held in Tucson, Phoenix and does not include Yuma trials at this time. This does not apply to pro se parties.

Electronic exhibits may be presented in the following formats: CD-Rom, Audiotape, Videotape, Electronically filed documents, Power Point, or other exhibit programs, such as Sanctions or Trial Director. The Courtroom Deputy will not mark the electronic exhibit with a traditional exhibit tag. Instead, counsel and/or parties are to work together to properly mark the exhibits and to provide an electronic list of all exhibits to the Courtroom Deputy (See attached example of exhibit list). Please contact Teresa Mattingly if you have any questions about the format. Counsel and/or parties who present electronic exhibits, are to contact Teresa Mattingly at 520-202-7968 or Teresa_Mattingly@azb.uscourts.gov two (2) weeks prior to the trial to schedule a time for testing.

Those electronic exhibits in the custody of the Clerk and maintained as the official court record will be the exhibits that are presented to the Court of Appeals in the case, unless otherwise ordered. The Clerk of Court shall maintain control of the electronic exhibits in a case until the matter is finally concluded, or the time for appeal has run, unless otherwise ordered to be released by the court. The exhibits shall be stored in the same electronic format that the electronic exhibits were provided.

GUIDELINES FOR DOCUMENT PRESENTATIONS

1. Select landscape mode (horizontal format) for presentations. This format fits the document camera and monitors the best.
2. Use simple fonts, avoid fonts that are difficult to read. Use a font size of 20 point or greater and maintain at least a ½ inch border all around.
3. Use bright, bold colors that contrast well with light backgrounds.
4. Use simple charts, such as pie and bar charts, that are easier to read.
5. Provide copies of your handouts to all parties, before the hearing.
6. To avoid constantly re-aligning and focusing, from the document camera: Staple pages together. Tape the bottom page to the document camera. Zoom and focus on first page. Simply turn the following pages when ready. If you experience a bleed through of print from other pages, just insert a blank piece of paper between each page
7. Connection Types: VGA, S-video, composite video
8. Resolution up to 1024 x 768

EXHIBIT LIST

CASE NO. _____

DATE_____

DEBTOR _____

() PLAINTIFF

() DEFENDANT

() MOVANT

() RESPONDENT

() TRUSTEE

() CREDITOR

() OTHER _____

[illegible]